

Personnel Issues & You



UPPS Newsletter 2001-04

April 1, 2001

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agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

Payroll Training Classes

Payroll and Document Direct training classes are now being scheduled. If you or someone in your Agency/Office is in need of this training, please contact Donna Parker at 502-564-6883 or via e-mail at donnaj.parker@mail.state.ky.us for more information. The schedules are filling up fast so it is imperative that you make the contact as quickly as possible so that you can get scheduled this year.

Document Direct will be offered in a separate training, so when calling please specify your training need.

Also, If your Agency/Office has a specific training need in the area of payroll, contact Donna and she will try to set up a schedule for that as well.

Entering Bonds in the UPPS System

Are you having trouble putting your new bonds into the UPPS payroll system? We are coming out with some pictures in the payroll manual to help you put in the new I bond and it will explain how to enter any bond, Series EE or Series I. For those of you who only occasionally enter bonds, the examples included with this newsletter may be helpful. The changes will be in chapter 8 of the payroll manual. They will follow the current explanation on page 8.65.

In the meantime you may contact Donna Parker in the Payroll Branch, Personnel Cabinet at 502-564-6883.

Adenta Dental Rates

In response to the inquiries we have been getting, current Adenta Dental rates are listed below.

Single \$16.98

Dual \$31.94

Family \$49.98

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New Error Messages Added to PTL and POT Screens

Payroll officers please note that the following error messages will now appear on the PTL screen when entering time.

276 – When a salaried employee is **Time Card Required** and their schedule is not the standard hours for that pay period and no 700 transaction is being entered, this message will appear at the bottom of the PTL screen and it will not allow the timekeeper to enter it. If it is forced (PF6) it will over/under pay the employee so it **MUST** be Skipped (PF5) and sent to the payroll officer to enter through **POT**.

277 – If more than 4 (four) hours are entered under 906 (voting leave), this message will appear at the bottom of the PTL screen, as 4 (four) hours are the maximum that you can charge to this code. If this message appears take corrective action.

Likewise, when entering time in **POT** and the 906 code is used, if more than 4 (four) hours are entered, an error message will appear at the bottom of the screen that says "906 Leave Greater Than 4 Hours". Corrections will have to be made in order for the system to process the transaction.

Please share this information with your timekeepers.

E-Mail Notification for Payroll Check Pickup

The State Treasurer's Office reminds all payroll officers that the notification messages telling that regular payroll checks are ready for pickup are now sent exclusively by e-mail. It is essential that agencies keep the Treasurer's Office up-to-date on who should be receiving these e-mail messages each pay period. Agencies may have more than one person on the e-mail notification list. Please contact Nina Carter, Ruth Tester, or Eugene Harrell in the Treasurer's Office with any questions or updated information.

Court Orders for Payroll Deductions

The State Treasurer's Office sends a reminder that under KRS 427.130, all legal attachments against state employees are to be served on the State Treasurer and the Secretary of Finance. Service on the individual agencies and field offices of state government is not proper service, and could be overturned in court. Many of the orders being served on agencies or field offices are being delayed in getting set up in the payroll system, or are not being set up at all. The Treasurer's Office recommends that agencies receiving orders directly, return those to the sender with a notice that they should be sent to the Treasurer's Office, with a copy to the Finance Secretary. This will help ensure that the orders are set up legally and in a timely manner. ***No orders should be set up until they have passed through the Treasurer's Office.*** If you have questions, please contact Ruth Tester or Eugene Harrell in the State Treasurer's Office at (502) 564-4722.

Revised Monthly Payroll Schedules

In order to meet the requirements of the State Treasurer's Office the monthly payroll schedules for 2001 have been revised. Changes were made for the months of April, July, September, and December. The Personnel Cabinet will likewise adjust to allow the agencies more time on the third working day. These changes will give the State Treasurer's Office the time needed to process the checks and get them to the agencies for mailing. Please make a note of the revised schedules found at:

<http://kygovnet.state.ky.us/personnel/01paysch.htm>

Personnel Actions Resulting From Reorganizations

The Governor's Office of Policy and Management, in cooperation with the Personnel Cabinet has established a generally accepted date for reorganizations by both Executive Order and by Administrative Order to be the 16th of the month. This was done to reduce the complication of having increment dates and reorganizations occur at the same time. Both GOPM and the Personnel Cabinet realize there are occasions whereby a statute or the Governor may require reorganizations to occur on a date other than the 16th of the month.

A reorganization changes the structure of an agency and the way an agency operates. These changes often have an effect on the classification and/or compensation of individuals involved. The following principles should be considered when processing the paperwork:

1. When reorganization creates an entity (Cabinet, Department, Division, Branch, Section, or Unit), that is a new organization, the position that heads that organization is new. Therefore, in order to fill the management position of that new entity, an employee cannot be "reorganized" or "number changed" into a management position. The management position should be designated with a 001 employee number. It can only be filled by appointment, promotion, transfer, or demotion. The Personnel Cabinet will not approve an attempt to place an individual into a new management position through reorganization.
2. When reorganization combines two or more existing entities into a single entity, in effect the two are abolished and one is established. The same principles outlined in #1 above apply.
3. When reorganization renames an existing entity but does not change the level of that entity within the organization, there will be no change in the management position or its incumbent.

4. If reorganization results in the abolishment or combining of one or more entities, all positions in those organizational entities will have to be addressed. This will be accomplished by moving them to a new organizational entity indicated in the reorganization order; moving them to a different organizational entity indicated in the reorganization order; or, otherwise by promotion, transfer, demotion, or layoff. All employees that are in positions which are given a position number change due to reorganization will be moved in their current classification with their current position description on the effective date of the reorganization. No positions will be reclassified to another class on the effective date or the reorganization.
5. If there is a permanent and material change in the duties and responsibilities of the position after the position is moved, the agency should redefine the position and submit the position description and P-1 to reclassify the position based on those new duties and responsibilities. This should occur within two pay periods from the effective date of the reorganization.

Reallocations on the Same Date of a Reorganization Due to New or Revised Class Specifications

In the event of a reallocation (due to new or revised class specifications) effective the same date as a reorganization; an agency must mark off the name of the individual involved from any list to process the reorganization and prepare an electronic P-1 in the following circumstances:

1. If changes are made in the classification plan on the same date as a reorganization, and
2. Those classification changes necessitate the reallocation of positions.

A P-1 should be submitted within seven days of the effective date to accommodate both actions.

Please contact your classification analyst (502-564-4503) if there are any questions.

Position Control Run Discontinued

Since shortly after Noah docked the ark, the Personnel Cabinet has sent to each agency, on or shortly after the first of the month, a hard copy of the position control run. This was necessary in the centuries past because agencies did not have direct access to information about what the Personnel Cabinet had processed and the status of the position and incumbents.

We are now in the 21st century, and the information about your organization is updated and

available to you on a daily basis. Any hard copy we run is outdated long before you get it.

Therefore, since the information is available to you directly through screen three of the CICS system, and since the hard copy duplication and related separation and postal costs are not necessary to get you this information, we will no longer be sending you a hard copy of this information.

Please feel free to make your own hard copy from the computer screen on as frequent a basis as you feel you need it.

Classification Branch Changes Analyst Assignments

There will be some changes in the way the Classification Branch in the Division of Classification and Compensation operates effective April 1, 2001.

For many years, the classification staff has been assigned to provide advice to specific agencies regarding regulation interpretation and reorganizations. In addition they have reviewed individual classification action requests in all job classifications for those specific agencies.

Under the new branch processes, each staff member will retain her/his current agency assignment regarding advice about regulation interpretation and reorganizations. However, each analyst will be assigned specific job family groups for which they will be responsible for reviewing all requests for individual classification decisions (establishments, reclassifications, reallocations) in those job family groups without regard to the agency which submits the request. That analyst will also be responsible for conducting studies to establish, revise, or abolish class specifications in the assigned job family groups.

There will also be a back up analyst assigned to each job grouping. These analysts will answer questions regarding their back up assignment if the primary analyst is on sick or annual leave.

We believe that this concentration on specific classification groups in both the development and administration of the classes will be beneficial to both agencies and staff.

The list below indicates the initial assignment of primary and back up analyst for each job grouping. As we get into this new way of doing things, these assignments may change.

Job Family	JOB GROUP	PRIMARY ANALYST ASSIGNMENT	SECONDARY ANALYST ASSIGNMENT
1000	SEMI-SKILLED AND MAINTENANCE TRADES GROUP	CARLA GRAY	JIM STANLEY
1100	SKILLED TRADES GROUP	CARLA GRAY	JIM STANLEY
1200	ELECTRONICS AND COMMUNICATIONS GROUP	CARLA GRAY	JIM STANLEY
1300	FOODS AND DIETETIC GROUP	PHYLLIS HARRIS	VICKIE HACHEL
1400	LAUNDRY AND HOUSEKEEPING GROUP	CARLA GRAY	JIM STANLEY
1500	PARKS AND RECREATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
1600	PRINTING GROUP	PHYLLIS HARRIS	VICKIE HACHEL
1700	AUTOMOTIVE AND MECHANICAL GROUP	RON SMITH	MARILYN VANCE
2000	FISH AND WILDLIFE ENFORCEMENT GROUP	VICKIE HACHEL	PHYLLIS HARRIS
2100	MILITARY AND EMERGENCY PREPAREDNESS GROUP	CARLA GRAY	JIM STANLEY
2200	CORRECTIONS GROUP	RON SMITH	MARILYN VANCE
2300	POLICE PROTECTION GROUP	RON SMITH	MARILYN VANCE
2400	AUXILIARY LAW ENFORCEMENT GROUP	CARLA GRAY	JIM STANLEY

3000	AGRICULTURAL AND ENVIRONMENTAL GROUP	VICKIE HACHEL	PHYLLIS HARRIS
3100	ENERGY PRODUCTION INSPECTION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
3200	PERSONAL SAFETY AND INSPECTION GROUP	MARILYN VANCE	RON SMITH
3300	HEALTH INSPECTION GROUP	CARLA GRAY	JIM STANLEY
3400	FINANCIAL EXAMINATION GROUP	MARILYN VANCE	RON SMITH
3500	INSURANCE REGULATION GROUP	MARILYN VANCE	RON SMITH
3700	INDUSTRIAL COMPENSATION AND INSPECTION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
3800	RACING REGULATORY GROUP	MARILYN VANCE	RON SMITH
4000	HEALTH SCIENCE AND LABORATORY GROUP	PHYLLIS HARRIS	VICKIE HACHEL
4100	AUXILIARY AND MEDICAL THERAPY GROUP	PHYLLIS HARRIS	VICKIE HACHEL
4200	DENTAL GROUP	CARLA GRAY	JIM STANLEY
4300	NURSING GROUP	PHYLLIS HARRIS	VICKIE HACHEL
4400	PSYCHOLOGY GROUP	VICKIE HACHEL	PHYLLIS HARRIS
4500	MEDICAL INVESTIGATION GROUP	MARILYN VANCE	RON SMITH
4700	VOCATIONAL REHABILITATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
5000	LIBRARIES GROUP	CARLA GRAY	JIM STANLEY
5100	ALLIED EDUCATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
5200	EDUCATIONAL TELEVISION GROUP	VICKIE HACHEL	PHYLLIS HARRIS
5300	EDUCATIONAL ADMINISTRATIVE GROUP	VICKIE HACHEL	PHYLLIS HARRIS
6100	EMPLOYMENT SERVICES GROUP	VICKIE HACHEL	PHYLLIS HARRIS
6200	HUMAN SERVICES GROUP	PHYLLIS HARRIS	VICKIE HACHEL
6300	PROBATION AND PAROLE GROUP	RON SMITH	MARILYN VANCE
6400	JUVENILE JUSTICE GROUP	MARILYN VANCE	MARILYN VANCE
6500	PUBLIC ASSISTANCE GROUP	PHYLLIS HARRIS	VICKIE HACHEL
7000	ENGINEERING AND GEOLOGICAL GROUP	RON SMITH	MARILYN VANCE
7100	AGRICULTURAL AND WILDLIFE SCIENCES GROUP	VICKIE HACHEL	PHYLLIS HARRIS
7200	FORESTRY GROUP	VICKIE HACHEL	PHYLLIS HARRIS
7300	INFORMATION MANAGEMENT SYSTEMS GROUP	PHYLLIS HARRIS	VICKIE HACHEL
8000	RESEARCH AND ANALYSIS GROUP	CARLA GRAY	JIM STANLEY
8100	COMMUNICATION AND PROMOTIONS GROUP	VICKIE HACHEL	PHYLLIS HARRIS
8200	ECONOMIC DEVELOPMENT GROUP	CARLA GRAY	JIM STANLEY
8300	PROPERTY GROUP	CARLA GRAY	JIM STANLEY
9000	CLERICAL AND OFFICE MACHINE GROUP	MARILYN VANCE	RON SMITH
9100	BOOKKEEPING AND ACCOUNTING GROUP	RON SMITH	MARILYN VANCE
9200	PURCHASING AND STORES GROUP	RON SMITH	MARILYN VANCE
9300	PERSONNEL MANAGEMENT & TRAINING GROUP	JIM STANLEY	DALE SHELTON
9400	BUDGET AND MANAGEMENT GROUP	PHYLLIS HARRIS	VICKIE HACHEL
9500	REVENUE GROUP	RON SMITH	MARILYN VANCE
9600	GENERAL ADMINISTRATION GROUP	MARILYN VANCE	RON SMITH
9700	INFORMATION MANAGEMENT SUPPORT GROUP	PHYLLIS HARRIS	VICKIE HACHEL
9800	LAW GROUP	VICKIE HACHEL	PHYLLIS HARRIS
9900	UNCLASSIFIED SERVICE GROUP*	DALE SHELTON	GARY SHROUT

*Different analysts will be assigned to review requests for interim positions in job classes 9901, 9903, 9910, 9911, 9912, 9914, 9915, and 9916. The analyst assigned to the agency submitting the request will review those requests.

Those analysts who are currently involved in class specification review projects will complete those projects.

If you have any questions regarding this change, please contact Jim Stanley, Classification Branch Manager, or Dale Shelton, Director at (502) 564-4503.

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SAVINGS BONDS

Series **EE**

DATE 03/12/01		PRINT OR TYPE IN INK	
EMPLOYEE'S NAME (First Name) Jane (Initial) C (Last Name) Doe		SOC. SEC. OR EMP. PAYROLL NO. 123-45-6789	
DEPARTMENT/AGENCY Personnel	BUREAU OR OFFICE Epm. Records Rm 535 200 Fair Oaks Fkft, Ky.	LOCATION 502564 6883	
<input checked="" type="checkbox"/> A New Allotment <input type="checkbox"/> B Increase Allotment <input type="checkbox"/> C Change Denomination <input type="checkbox"/> D Change Inscription <input type="checkbox"/> E Other Action (Describe on Reverse)			
(If you checked A, B, or C above, complete the following) AMOUNT TO BE ALLOTTED EACH PAY PERIOD \$ 25.00		BOND DENOMINATION (cost price) <input checked="" type="checkbox"/> \$100 (\$50) <input type="checkbox"/> \$200 (\$100) <input type="checkbox"/> \$500 (\$250) <input type="checkbox"/> \$1,000 (\$500)	
BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments			
OWNER'S NAME (First Name) Jack (Middle Name or Initial) B (Last Name) Doe		SOCIAL SECURITY NO. (Required) 564-32-1098	
ADDRESS { (Number and Street) 123 Main Street (City or Town) Anytown		(State) Ky (ZIP Code) 11111	
Check One	CO-OWNER <input checked="" type="checkbox"/> (First Name) Janna (Middle Name or Initial) E (Last Name) Doe	SOCIAL SECURITY NO. (Optional) 987-65-4321	

*For allotment options, see your campaign volunteer or payroll office.

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SAVINGS BONDS

Series **EE**

DATE 03/12/01		PRINT OR TYPE IN INK	
EMPLOYEE'S NAME (First Name) JANE (Initial) C (Last Name) DOE		SOC. SEC. OR EMP. PAYROLL NO. 123-45-6789	
DEPARTMENT/AGENCY Personnel	BUREAU OR OFFICE Employee Records Rm 535 200 Fair Oaks FkFt. Ky	LOCATION 502 564-6883	
<input checked="" type="checkbox"/> A New Allotment <input type="checkbox"/> B Increase Allotment <input type="checkbox"/> C Change Denomination <input type="checkbox"/> D Change Inscription <input type="checkbox"/> E Other Action (Describe on Reverse)			
(If you checked A, B, or C above, complete the following) AMOUNT TO BE ALLOTTED EACH PAY PERIOD \$ 25.00		BOND DENOMINATION (cost price) <input checked="" type="checkbox"/> \$100 (\$50) <input type="checkbox"/> \$200 (\$100) <input type="checkbox"/> \$500 (\$250) <input type="checkbox"/> \$1,000 (\$500)	
BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments			
OWNER'S NAME (First Name) John (Middle Name or Initial) D (Last Name) Doe		SOCIAL SECURITY NO. (Required) 234-56-7890	
ADDRESS { (Number and Street) 123 Main Street (City or Town) Anytown,		(State) Ky. (ZIP Code) 11111	
Check One	CO-OWNER <input checked="" type="checkbox"/> (First Name) Janna (Middle Name or Initial) E (Last Name) Doe	SOCIAL SECURITY NO. (Option) 987-65-4321	

*For allotment options, see your campaign volunteer or payroll office.

Example A

BOND DEDUCTION INFORMATION				
DED NAME	FREQUENCY	AMT/PCT	GOAL	UTILITY
X BOND 50	X 09	X 25.00	X 50.00	X 0100000
X BOND 51	X 09	X 25.00	X 50.00	X 0300000
BOND 59				
BOND 60				
BOND 61				

BOND ALTERNATE NAMES				
NO	NAME	SOC SEC NO	IND	SUB
STREET ADDRESS	CITY	STATE	ZIP CODE	ZIP EXT
X 01 X John D Doe		X 234567890	X 7	X 2
X 123 Main Street	X Anytown	X Ky	X 11111	
X 02 X Janna E Doe		X 987654321	X 1	
X 123 Main Street	X Anytown	X Ky	X 11111	

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14 NEW EMP PF3/15=EXIT SCREEN= QI

BOND ALTERNATE NAMES 3					
NO	NAME	SOC SEC NO	IND	SUB	
STREET ADDRESS	CITY	STATE	ZIP CODE	ZIP EXT	
X 03X 123 Main Street	X Jack Doe	X 564321098X Ky	X 7X 11111	X 4	
X 04X 123 Main Street	X Janna Doe	X 987654321X Ky	X 1X 11111		

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= SI

Example A

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES INFLATION-INDEXED SAVINGS BONDS

Series I

BOND 50 EXAMPLE

DATE 03-12-01		PRINT OR TYPE IN INK	
EMPLOYEE'S NAME (First Name) James (Initial) P (Last Name) Doe		Soc. Sec. or Emp. Payroll No. 111-11-1111	
DEPARTMENT/AGENCY Personnel	BUREAU OR OFFICE Emp Records Rm 535 200	LOCATION Fair Oaks Fkft Ky	WORK PHONE 502 564-6883
<input checked="" type="checkbox"/> A New Allotment <input type="checkbox"/> B Increase Allotment <input type="checkbox"/> C Change Denomination <input type="checkbox"/> D Change Inscription <input type="checkbox"/> E Other Action (Describe on Reverse)			
(If you checked A, B, or C above, complete the following) The price of an I bond is equal to the denomination of the bond being purchased.		AMOUNT TO BE ALLOTTED EACH PAY PERIOD* \$ 50.00 BOND DENOMINATION <input checked="" type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	
BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments			
OWNER'S NAME (First Name) Jacob P (Middle Name or initial) Doe (Last Name) Doe		SOCIAL SECURITY NO. (Required) 777-77-7777	
ADDRESS { (Number and Street) 123 Main Street (City or Town) Anytown		(State) Ky	(ZIP Code) 44444
Check One	CO-OWNER <input type="checkbox"/> (First Name) (Middle Name or initial) (Last Name)	SOCIAL SECURITY NO. (Optional)	
BENEFICIARY <input checked="" type="checkbox"/>	Johnathan A Doe	444-44-4444	

*For allotment options, see your campaign volunteer or payroll office.

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES INFLATION-INDEXED SAVINGS BONDS

Series I

BOND 51 EXAMPLE

DATE 03-12-01		PRINT OR TYPE IN INK	
EMPLOYEE'S NAME (First Name) James (Initial) E (Last Name) Doe		Soc. Sec. or Emp. Payroll No. 111-11-1111	
DEPARTMENT/AGENCY Personnel	BUREAU OR OFFICE Emp. Records Rm 535 200	LOCATION Fair Oaks Fkft Ky	WORK PHONE 502 564-6883
<input checked="" type="checkbox"/> A New Allotment <input type="checkbox"/> B Increase Allotment <input type="checkbox"/> C Change Denomination <input type="checkbox"/> D Change Inscription <input type="checkbox"/> E Other Action (Describe on Reverse)			
(If you checked A, B, or C above, complete the following) The price of an I bond is equal to the denomination of the bond being purchased.		AMOUNT TO BE ALLOTTED EACH PAY PERIOD* \$ 25.00 BOND DENOMINATION <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input checked="" type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	
BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments			
OWNER'S NAME (First Name) Jill (Middle Name or initial) P (Last Name) Doe		SOCIAL SECURITY NO. (Required) 222-22-2222	
ADDRESS { (Number and Street) 123 Main Street (City or Town) Anytown,		(State) Ky	(ZIP Code) 44444
Check One	CO-OWNER <input checked="" type="checkbox"/> (First Name) Jackie (Middle Name or initial) C (Last Name) Doe	SOCIAL SECURITY NO. (Optional)	
BENEFICIARY <input type="checkbox"/>		333-33-3333	

*For allotment options, see your campaign volunteer or payroll office.

Example B

BOND DEDUCTION INFORMATION

DED NAME	FREQUENCY	AMT/PCT	GOAL	UTILITY
X BOND 50	x 09	x 50.00	x 10050.00	x 0100000
x BOND 51	x 09	x 25.00	x 10100.00	x 0300000
BOND 59				
BOND 60				
BOND 61				

BOND ALTERNATE NAMES

NO	NAME	SOC SEC NO	IND	SUB
STREET ADDRESS	CITY	STATE	ZIP CODE	ZIP EXT
X 01	X Jacob P Doe	X 77777777	X 6	X 2
X 123 Main Street	X Anytown	X Ky	X 44444	
x 02	X Johnathan A Doe	X 4444444444	X 2	
X 123 Main Street	X Anytown	X Ky	X 44444	

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= QI

0111111110

James Doe

TP98

MPOP022

01 02 00 00

BOND ALTERNATE NAMES 3

NO	NAME	SOC SEC NO	IND	SUB
STREET ADDRESS	CITY	STATE	ZIP CODE	ZIP EXT
X 03 X Jill P Doe		X 222222222	X 7	X 4
X 123 Main Street	X Anytown	X Ky	X 44444	
X 04 X Jackie C Doe		X 333333333	X 1	
X 123 Main Street	X Anytown	X Ky	X 44444	

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= SI

Example B